

Service Agreement Checklist

All request should contain the following information:

- _____ A) State Route Number
- _____ B) Job or Development Name
- _____ C) Mile Post number
- _____ D) Type of Request (i.e. Attachment, electrical, telephone, water, etc.)
- _____ E) Developer Agreement or JA number
- _____ F) State who the request is from and contact telephone number
- _____ G) Billing information: Who pays during construction? Who pays after construction?
- _____ H) Statement as to exact location of proposed and existing service.
- _____ I) Vicinity Map
- _____ J) Plan Sheets or detailed drawing of location of service
- _____ K) Any existing Service Agreement numbers if not a new service
- _____ L) A short description of why the service is needed.

For Electrical Request:

- _____ A) Load calculation to substantiate service
- _____ B) Type of Service
- _____ C) Voltage
- _____ D) Panel Size
- _____ E) Contact person for coordination of service